

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

June 21, 2021

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, July 16, 2021**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at rps@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations, §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: https://admin.sc.gov/real_property/forms.

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR THE
SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL
CONTROL**

OFFICE, WAREHOUSE AND LAB SPACE IN CHARLESTON COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named). Leases that must be approved by the State Fiscal Accountability Authority also require Private Participant Disclosure forms to be completed by the Lessor (copies available upon request).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – The South Carolina Department of Health and Environmental Control,
Environmental Affairs and Ocean and Coastal Resource Management Office**

- Location: CHARLESTON COUNTY, SOUTH CAROLINA.
- Expected occupancy date: **October 1, 2022**
- Total space needed is approximately **25,000 – 32,400** rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - 2 executive offices of approximately 180 square feet each
 - 15 private offices for professional staff of approximately 120 square feet each
 - Space to accommodate 91 employees in workstations (workstations to be provided by Landlord) of approximately 48 square feet each
 - 1 large reception suite, to accommodate seating for up to 12 people at a time of approximately 200 square feet
 - 1 large kitchen/break room to accommodate seating for up to approximately 25 people at a time of approximately 400 square feet
 - 4 print alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each
 - 6 copy/print/supply rooms (including room for dedicated floor mounted printer and storage) of approximately 120 square feet each
 - 1 copy/print/mail/supply room (including room for dedicated floor mounted printer, storage, and mail slots of approximately 200 square feet)



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

- 2 LAN rooms with floor mounted racks and separate HVAC systems or separate thermostats for temperature control and backup power of approximately 100 square feet each (if tenant is on one floor 1 LAN room of approximately 200 square feet would be required).
- 5 medium storage rooms of approximately 180 square feet each
- 1 large storage room of approximately 250 square feet
- 1 board room with seating for up to 20 people at a time of approximately 600 square feet
- 2 large conference rooms of approximately 350 square feet each to accommodate seating for up to 12 people at a time
- 2 medium conference rooms of approximately 250 square feet each to accommodate seating for up to 8 people at a time
- 3 focus/privacy rooms of approximately 50 square feet each
- 5 open work rooms with work surface and storage of approximately 120 square feet each

SPECIAL SUPPORT AREAS:

- Lab space of approximately 2,400 square feet
 - Lab space must be equipped with natural gas.
 - Separate HVAC for laboratory space, to include complete isolation from other HVAC units.
 - Laboratory flooring to be sheet vinyl with heat weld seams and self-coving base.
 - Sheet goods to be chemical resistant.
 - Laboratory space to include hood that Tenant will provide and Landlord to have vented to the outside.
- Secured warehouse space for the storage and cleaning of 5 boats of approximately 4,500 square feet.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 160-175 parking spaces are desired, including 50 reserved spaces. State availability of reserved parking spaces.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 5, 7 and 10-year terms.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements. Janitorial services shall be performed using SC Department of Health and Environmental Control guidelines and approved US Environmental Protection Agency registered antimicrobial products for the protection of tenant and visitors (to the extent possible) against the virus referred to as COVID-19.



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: https://admin.sc.gov/real_property/forms or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, July 16, 2021.**
- All proposals must be in writing and may be submitted by e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with the South Carolina Department of Health and Environmental Control. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 Senate Street, 6th Floor, Columbia, SC 29201
PHONE: 803-737-0644 or 803-737-1617
EMAIL: rps@admin.sc.gov
FAX 803-737-0051



LEASE SOLICITATION FORM

(This form is for property owners and leasing brokers who wish to lease real property to state agencies.)

**RECEIPT AND ACKNOWLEDGEMENT OF LEASING STATUTES 1-11-55, 1-11-56, 1-11-65
AND REGULATION 19-447.1000**

I have read the contents of S.C. Code of Laws §§ 1-11-55, 1-11-56 and 1-11-65, and Regulation §19-447.1000 in their entirety. I agree to comply with the foregoing statutes and regulations and agree that any lease arrangement entered into with a South Carolina state agency will be in accordance with such statutes and regulations.

Also, I understand that the Department of Administration, Real Property Services is the single central broker for leasing for state agencies, and all negotiations are to be conducted through this office. I further understand that direct contact or negotiation with an agency without the written permission of Real Property Services will be cause for my disqualification for participation in an agency's procurement process or solicitation. This prohibits obtaining information from an agency about its property needs or any other information about its specific property needs, including but not limited to physical data and lease terms and conditions. This restriction does not apply to dissemination of information which is public knowledge, such as a printed brochure or published rates.

I understand that leases (including rates and annual rent amounts), unless specifically exempted, are subject to and conditioned upon the approval of Real Property Services and shall be of no force or effect unless the consent of such office is obtained.

Dated this ____ day of _____, 20____.

WITNESS

Signature of Owner or Agent

Typed or Printed Name

EMAIL LIST

You will receive all solicitations by email only

Name of Company: _____
Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Mobile: _____ Fax: _____
Email Address: _____

Please return completed form by mail or email to: The South Carolina Department of Administration, Real Property Services, 1200 Senate Street, 6th Floor, Columbia, SC 29201, E-mail: rps@admin.sc.gov.

